CENTRAL INTELLIGENCY AGENCY Washington, D. C.

27 Movember 1950

MAMORANDUM FOR: All Assistant Directors Chief, Advisory Council

Chief, COAPS

Assistant to accountive for Management

Comptroller General Counsel Security Officer Personnel Director Services Officer Procurement Officer Medical Officer

SUBJECT:

Official correspondence

- 1. Official correspondence which requires reply or action will horeafter be (1) answered within five days of its receipt by the Agency, or (2) acknowledged promptly by the office to which action is assigned, with an indication of an approximate date when final reply can be expected. If delay in transmission within the Agency is expected, such acknowledgment should be made by the office to which the correspondence is first routed.
- 2. Then replies are prepared for the signature of the Director, Deputy Director, or the Executive, if delay in proparation is expected, acknowledgment should be dispatched by the office charged with action (unless, of course, prior acknowledgment has been made) and such acknowledgment should be noted in the final reply substitted for signature.

	FOR	THE	DINSCIOR	(H)	CENTRAL	INTRILIGRACE:	
							 ILLEGI
Comban to	2.						•

Director Deputy Director

Exec Registry Central Records Exec chrono

E:MAGERO (20 POF FE) ease 2002/06/26 : CIA-RDP78-04718A000100320080-9